

# Government Affairs Manager

Reports to: Senior Director of Government Affairs



**PennFuture's mission is to lead the transition to a clean energy economy in Pennsylvania and beyond. We protect our air, water, and land, and empower citizens to build sustainable communities for future generations.**

## **INTRODUCTION**

PennFuture is the leading environmental advocacy organization working to change public policy in Pennsylvania. Since its founding, PennFuture has been at the vanguard of efforts to educate and advocate for cutting edge policies and regulatory changes on a wide range of issues, such as climate change, clean water, renewable energy, and land conservation. To continue this important work, PennFuture is seeking a dynamic Government Affairs Manager in Harrisburg to support PennFuture's legislative efforts, conduct policy analysis, and produce timely content for a legislative audience.

An ideal candidate has familiarity with state policymaking, the makeup and structure of the state House and state Senate, and an understanding of the policymaking process. A history of relationship building is a must, as well as the ability to draft talking points, reports, fact sheets, and white papers, among other content, often with urgency and little lead time. In collaboration with the Senior Director of Government Affairs, the Government Affairs Manager will be the holder of many of PennFuture's key relationships with decision makers, working for and with many staff and coalitions on important campaigns.

## **COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE**

PennFuture knows that in order to achieve our mission, we need to ensure that all Pennsylvanians have equitable access to clean air, clean water, a stable climate, and a clean and sustainable economy. We are committed to ensuring diversity, equity, inclusion, and justice in our organizational culture, policies, practices, and programs. Like the environmental and conservation movement writ large, we have historically fallen short in our efforts to build a truly equitable Pennsylvania. Our vision is to center equity and justice in everything we do as well as to combat systems of oppression and injustices that have long harmed Pennsylvania's environmental justice communities.

## **JOB RESPONSIBILITIES**

- Develop relationships and lines of communication with key local, state, and federal decisionmakers
- Develop timely written and verbal content and policy analysis on a range of environmental issues for a policymaking audience

- Analyze proposed legislation and regulations for internal and external content
- Often in collaboration with staff experts, develop briefing materials for local, state, and federal policymakers
- Collaborate with PennFuture staff to conduct outreach to stakeholders, including experts, coalitions, coalition partners, and civic leaders
- Serve as a spokesperson for PennFuture, as needed
- Support the organization's communications team by developing timely earned media and social media content
- Track statewide and federal environmental and policy news relevant to priority environmental issues
- Other responsibilities, as directed by the supervisor

### **PREFERRED EXPERIENCE AND SKILLS**

- Preference of 4 years of relevant professional experience
- Strong commitment to PennFuture's mission and demonstrated commitment to advancing environmental protection with vision and results
- Knowledge of and experience with state-level policymaking and the policymaking process
- Demonstrated ability to meet tight deadlines and an ability to respond rapidly to breaking news
- Exceptional written and oral communication skills
- Commitment to the values of diversity, equity, inclusion, and justice and employing that in all their work
- Demonstrated ability to analyze and problem solve complicated material and present it to various audiences
- Experience working with, or an enthusiastic willingness to learn how to work with, stakeholders, coalitions, advocacy organizations, and the press
- Ability to work quickly, independently, and proactively on project and campaign developments
- A basic technical understanding of communication and social media tools

### **LOCATION, SALARY, AND BENEFITS**

This position is based out of PennFuture's Harrisburg office. Although PennFuture utilizes a hybrid work schedule that allows for remote work as well as working in the office and/or the field, this position requires regularly working in the State Capitol and/or working in the evening during session days for meetings.

This is a full-time, exempt position. Salary range is \$60,000 to \$70,000. Benefits package includes health care, dental, vision, 5 weeks paid vacation, 2 weeks paid sick leave, 12 paid holidays, and a 403(b) retirement plan with employer match.

PennFuture requires proof of vaccination against COVID-19 as a condition of employment but, in some circumstances, may provide an exemption based on a medical condition that precludes vaccination or because of a deeply held religious conviction.

PennFuture encourages applications from individuals underrepresented in the environmental community, including people of color, and persons with nontraditional work and educational experience. All applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, or political affiliation.

### **SUBMISSION**

The deadline to apply for this position is January 27, 2023.

Please submit your cover letter, resume, short writing sample, and contact information for three references to [thrush@pennfuture.org](mailto:thrush@pennfuture.org). Please write "Government Affairs Manager" in the subject line. Phone calls will not be accepted.